

**K-9 PURCHASE OF SERVICE**

**PROCESS & CALCULATION**

For Level 6 Students **moving within** Parkland School Division

1. Receiving School Principal of transferred student initiates the process by:
   * completing the  *Purchase of Service Form* on Employee Self Service by:
     + going to My Info>My Forms and selecting the Purchase of Service Form
     + noting demographics, start date and expected end date for student
     + calculating the amount to be transferred based on students’ registration date using the calculation formula
   * specifies the receiving and sending school, which forwards the completed form to Sending School Principal
2. Sending School Principal
   * approves the form to acknowledge release of prorated funding
3. Principals can verify transferred funds by referencing the Quarterly Site Adjustment Report from Business & Finance.

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| **2012-2013 Special Education Allocations**   * Level 6 - $20,199 = $109.78/day * (All code 40s)   **Special Education Allocation Calculation**  \_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_ = $ \_\_\_\_\_\_\_\_\_  # of Days Daily Rate Total | **2012-2013 Basic Allocations (for CFL transfers)**   * Kindergarten $3607 = $19.61/day * Grades 1–3 $7215 = $39.23/day * Grade 4 $4568 = $30.87/day * Grades 5–6 $5779 = $31.41/day * Grades 7–9 $5431 = $29.52/day   **Basic Allocation Calculation**  \_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_ = $ \_\_\_\_\_\_\_\_\_  # of Days Daily Rate Total |
| **2012-2013 Home Education Grant**   * $1702 = $9.25/day   \_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_ = $ \_\_\_\_\_\_\_\_\_  # of Days Daily Rate Total | **CFL Allocation Calculation**  **$\_\_\_\_\_\_\_\_\_\_ + $\_\_\_\_\_\_\_\_\_\_ = $ \_\_\_\_\_\_\_\_\_\_\_\_**  Basic Total SE Total Combined Total |

Level 6 students **moving out of** jurisdiction or **moving into** of jurisdiction mid-year

1. Key Contact send email to Learning Services Facilitator noting the following information:
   * Name of Student
   * Date of Arrival/Departure
2. Submit Eligibility Form and pertinent student documentation (moving in only)
3. Business & Finance will calculate amount to be *returned to* or *allocated* from Learning Services
4. Principal can verify transferred funds by referencing the Quarterly Site Adjustment Report from Business & Finance.